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**#13-105**

**TO:** WIC Regional Directors  
WIC Local Agency Directors

**FROM:** Linda Brumble, Unit Manager  
Nutrition Education/Clinic Services Unit  
Nutrition Services Section

**DATE:** November 22, 2013

**SUBJECT:** September FY14 Breast Pump Fulfillment

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Shipment of the long-awaited September FY14 breast pump order began early November and will continue through the end of December. Order reductions are reflected in the Breastfeeding Order System (BOS). If your Local Agency (LA) does not receive the amount reflected in the BOS by mid-January, please contact the State Agency Breast Pump Coordinator without delay.

The State Agency is using Business Ink to fulfill the September FY14 breast pump orders. Thus, LAs can expect to receive a packing list similar to the ones received with WIC catalog orders in addition to a freight bill.

Faxed *Breast Pump Receiving Reports* are no longer required. Rather, LAs are now instructed to use the BOS, <http://texaswic.dshs.state.tx.us:4554/>, to record the receipt of breast pump deliveries. To avoid a potential penalty, online receiving reports should be completed within three (3) business days of each delivery.

As a reminder, designated staff members need the appropriate access rights to the BOS to login and complete the reconciliation process. If LA staff has problems logging in, try resetting the password on the BOS homepage or contact your LA director to verify access rights.

If you have questions regarding these changes or assistance is needed, please contact Lindsey Randall, Breastfeeding and Nutrition Education Consultant, Nutrition Education/Clinic Services Unit, Nutrition Services Section, at (512) 341-4594 or [lindsey.randall@dshs.state.tx.us](mailto:lindsey.randall@dshs.state.tx.us).